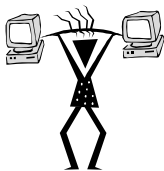


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
June 2018



Pacific Time	Mountain Time	Central Time	Eastern Time
A – 6:30-8:00	A – 7:30-9:00	A – 8:30-10:00	A – 9:30-11:00
B – 8:30-10:00	B – 9:30-11:00	B – 10:30-12:00	B – 11:30-1:00
C – 11:00-12:30	C – 12:00-1:30	C – 1:00-2:30	C – 2:00-3:30
D – 1:00-2:30	D – 2:00-3:30	D – 3:00-4:30	D – 4:00-5:30

Monday	Tuesday	Wednesday	Thursday	Friday
<i>Updated 3/29/2018 9:59 AM</i>		<i>To register, go to http://www.elertraining.com/register.htm</i>		
<i>This calendar lists our Microsoft Office public classes. The skills taught in these classes apply to all versions of Office including 2010, 2013, and 2016 (Office 365), unless the version number is indicated in the class name.</i>				
				1
4	5 A-Word Document Layout & Formatting B-Excel Getting Started	6 B-Excel Functions & Formulas C-PowerPoint Getting Started	7 A-Access Creating Advanced Queries B-Project Working with 2013/2016 Reports C-Outlook Overview & Working with Mail D-Excel Formatting Spreadsheets	8
11	12 A-OneNote Working with Notebooks B-Excel Working with Workbooks	13 B-Moving from Office 2010 to 2016 C-PowerPoint Formatting Presentations	14 A-Access Enhancing Reports B-Excel Creating 2010 Charts C-Outlook Working with the Calendar D-Excel Creating 2013/2016 Charts	15
18	19 A-Word Templates & Styles B-Excel Lists & Tables	20 B-Excel Tips & Shortcuts C-PowerPoint Working with Animation & Multimedia	21 A-Excel More Functions & Formulas B-Project Organizing & Sharing a Project Plan C-Visio Working with Drawings D-OneNote Working with Notebooks	22
25	26 A-OneNote Enhancing Notebooks B-Excel Automating Tasks with Macros	27 B-Excel Pivot Tables C-PowerPoint Presenting Slide Shows	28 A-Access Creating Macros B-Excel Data Analysis Tools C-Outlook Making the Most of Mail D-Excel Power Functions	29